

## APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division.

3. Dept., Division, Subdivision & Administering Office Address Department of Finance and Administration Division of Management Systems 100 Peachtree Street, NW Suite 1300 Atlanta, Georgia 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed FEB 10 1976      74-238A      FEB 20 1976			
4. Person to Contact Douglas M. Haire			5. Working Title Records Management Analyst		6. Telephone No. 586-5260	
7. ACTION REQUESTED      Amend schedule no. 74-238  <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1972-present		9. Exact Series Title Management Systems Project File				
10. What is the function of the office in which this record series is created?  See attached.						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):  Documents relating to: <b>designing systems (i. e., methods and procedures) for carrying out various activities undertaken by MARTA. (Each system constitutes a project.)</b>  Included are: (1) Definition of the project, (2) Survey of possible systems, (3) Description of the preliminary design of the recommended system, File is arranged: (4) Detailed description of the recommended system (sometimes in published form) (5) Approval statements by management adopting the recommended system, (6) Various working papers created in setting up and testing the viability of the recommended system. These papers often are computer input documents or computer printouts. (7) Periodic progress reports on the status of the systems. File is arranged alphabetically by name of project.						
12. Equipment Occupied	No. of Drawers	Cu. Ft. of Records	Annual Rate of Accumulation		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			Floor Space Occupied (Square Feet)		In Office(s)      In Storage Area(s)	
Legal-size File Drawers						
			AVERAGE DAILY REFERENCES		This Year's	Last Year's
					Preceding Year's	All Prior Year's

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. ☒ [ ] Is this the Record Copy of the series?

14. [ ] ☒ Is there a duplication of this series in another office or agency?

15. ☒ **NO** Is the information contained in this series ever summarized or published? Attach copy. Detailed description of system is in Publication Record Set and often in Assistant General Manager's

16. [ ] ☒ Does the series contain classified information requiring security handling? Subject Files.

17. [ ] ☒ Does the series initiate, amend or terminate agency policies and procedures?

18. ☒ ☒ Could the function be performed if the files were lost or destroyed?

19. [ ] ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?

20. ☒ [ ] Does the record series provide data as input to an EDP file? See no. (6) in item 11.

21. ☒ [ ] Does the record series contain documentation produced as EDP printout? See no. (6) in item 11.

22. [ ] ☒ Has the Federal Government issued instructions governing retention/disposition of these files?

23. [ ] ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 10 years:

a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- [ ] CALENDAR YEAR - [ ] FISCAL YEAR - ☒ Other

[ ] Hold in the current files area            month(s)/            year(s):

[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold            year(s):

[ ] Destroy.

[ ] Transfer to Archives for permanent retention.

[ ] Destroy immediately after cut-off.

☒ Other: (Specify) Upon installation and operation of each project system place all papers in inactive file. Cut inactive file at end of each calendar year, hold in current files area 1 year, then transfer to State Records Center, hold 10 years, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved Department Records Management Officer. Date

Approved Legal Counsel Date

Approved Division Head/Designee Date

Approved Division of Audit Date

Approved Department Head/Designee Date

Approved MARTA Management Advisory Committee Date

Approved Records Management Analyst Date

Approved Department of Archives and History Date

*Henry P. Conner* 2/2/76 *Wayne P. Conner* 2-9-76  
*Robert C. Conner* 2/3/76 *William T. Conner* 2/9/76  
*Douglas M. Conner* 2/2/76 *Carroll Hart* 2-19-76

DIVISION OF MANAGEMENT SYSTEMS

Functions and Responsibilities

The Division of Management Systems is responsible for system development and operation of the Authority's management information, planning, control and related systems. The division is also responsible for providing computer processing and related support services, management analysis, records management, and forms management capabilities.

Specific responsibilities are to analyze the Authority's planning, control, and information systems; provide advice and counsel about the Authority's management information requirements. This includes advice on effective systems and computer applications; design, administration, and maintenance of effective information, planning, and control systems; provide guidance and advice to management in examining and defining objectives for existing or proposed systems and in the design of improved systems; recommend, as necessary, use of automated equipment in Authority operations and processes; perform software evaluation and selection studies for the Authority and provide staff and procedural controls to operate computer facilities. The Division of Management Systems also maintains liaison with data processing software and hardware vendors, other transit properties automation activities and other

Division of Management Systems

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public agencies relative to their automation activities.

Also performs special management studies directed toward development or improvement of procedures and related activities.

Approved by:

Alan F. Kiepper  
General Manager

Date:

12-18-74

# Application for Records Disposition Standard

**marta**

Department, Name, and Full Address MARTA Dept. of Finance and Administration Management Systems Division 100 Peachtree Street, Suite 1300 - Atlanta, GA. 30303			For Records Management Division Use Date Received Application No. Date Completed JUN 13 1974 74-238 JUL - 3 1974		
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Appl. Date 6/5/74	Telephone & Ext. 522-4460 Ex 364	Name Douglas M. Haire	Person to Contact Records Management Analyst
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Inclusive Dates of Series 1972 - Present	Exact Series Title Management Systems Projects Files
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Action Requested	<input checked="" type="checkbox"/> Establish Disposition Standard Record will continue to accumulate	<input type="checkbox"/> Dispose of Present Accumulation; No Further Accumulation Anticipated
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What is the function of the office in which this record series is created?

The Division of Management Systems is responsible for systems design, programming, maintenance, and centralized data processing of MARTA's information systems. The Division develops and administers the Authority's records management, forms control, policies, and procedures and conducts management analyst functions for all staff elements within the Authority.

This file contains the following documents:

Documents relating to the design, development, and implementation of an automated data system. Included are work programs, reports, studies, correspondence, memos, program source code listings, flow charts, test results, file layouts, input layouts, output layouts, program narratives, and related items. Files are arranged alphabetically by project name.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers									
Legal-Size File Drawers		X	2	5	Annual Rate of Accumulation				will vary
					Floor Space Occupied (Square feet)				7
					Average Daily References				2
					This Years				0
					Last Years				-
					Preceding Years				-
					All Prior Years				-

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? ☒ Yes ☐ No
- 14 Is there a duplication of this series in another office or agency? ☐ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published? ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☐ Yes ☒ No
- 17 Does the series initiate, amend or terminate agency policies and procedures? ☐ Yes ☒ No
- 18 Could the function be performed if the files were lost or destroyed? ☒ Yes ☐ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☒ Yes ☐ No
- 21 Does the record series contain documentation produced as EDP printout? ☒ Yes ☐ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☐ Yes ☒ No

24 REQUIREMENTS:

The following requires the files to be kept 5 years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

- ☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☐ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

- ☐ Calendar Year ☒ Fiscal Year ☐ Other \_\_\_\_\_, then:
- ☐ Hold in the current files area 1 ~~XXXXX~~ years; then ☐ Transfer to State Records Center;
- ☐ Hold \_\_\_\_\_ ~~XXXXX~~ years; then ☐ Destroy; or ☒ Transfer to State Archives for permanent retention.
- ☐ Destroy after cut-off.
- Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer  
*Jerry L. Winfrey*  
 Date 6/7/74

Approved Division Head / Designee  
*[Signature]*  
 Date 6/7/74

Approved Department Head / Designee  
*[Signature]*  
 Date 6/10/74

Approved Records Management Analyst  
*[Signature]*  
 Date 6-7-74

Approved Legal Counsel  
*[Signature]*  
 Date 6/10/74

Approved Division of Audit  
*William V. Carasile*  
 Date 6/10/74

Review / Approval by Department of Archives and History

*Carroll Hart July 3, 1974*

Recommendations:

Approved MARTA Management Steering Committee

# Application for Records Disposition Standard

VOID

MARTA

Department, Name, and Full Address

MARTA

Dept. of Finance and Administration

Management Systems Division

100 Peachtree Street, Suite 1300 - Atlanta, GA. 30303

For Records Management Division Use

Date Received Application No. Date Completed

13 1974

Appl. Date

6/5/74

Telephone & Ext.

522-4460

Ex 364

Name

Person to Contact

Douglas M. Haire

Working Time

Records Management Analyst

Inclusive Dates of Series

1972 - Present

Exact Series Title

Management Systems Dead Project File

Action Requested



Establish Disposition Standard  
Record will continue to accumulate



Dispose of Present Accumulation;  
No Further Accumulation Anticipated

What is the function of the office in which this record series is created?

The Division of Management Systems is responsible for systems design, programming, maintenance, and centralized data processing of MARTA's information systems. The Division develops and administers the Authority's records management, forms control, policies, and procedures and conducts management analyst functions for all staff elements within the Authority.

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					Average Daily References	This Years	Last Years	Preceding Years	All Prior Years
						1	-	-	-

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

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- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☐ Yes ☒ No

24 REQUIREMENTS:

The following requires the files to be kept 2 years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☐ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other \_\_\_\_\_, then:

☐ Hold in the current files area \_\_\_\_\_ months/years: then ☐ Transfer to State Records Center;

☒ Destroy after cut-off. ☐ Destroy; or ☒ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.  
Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer

Date

Approved Division Head/Designee

Date

Approved Department Head/Designee

Date

Approved Records Management Analyst

Date

Approved Legal Counsel

Date

Approved Division of Audit

Date

Review / Approval by Department of Archives and History

Recommendations:

Approved MARTA Management Steering Committee